



**Development Services
Department**

RESIDENTIAL BUILDING PERMIT PROCEDURES
For
REMODEL, RENOVATION, and INTERIOR FINISH-OUT

The following are the procedures and instructions for obtaining remodel permits within residential zoned districts. For permit information, please contact the Development Services Department at 469.429.4781 and located at 3815-B Sachse Road, Sachse, Texas 75048. Fees are due at the time the permit is picked up and shall be payable to the City of Sachse. This is information generally required for permitting and should not be considered an all-inclusive list. If you have specific inspection questions during the construction process, you may contact one of our building inspectors at 469.429.4781. The inspectors are generally available Monday-Friday from 7:30-8:30 a.m. and from 3:30-4:30 p.m. All plans submitted for permitting shall be drawn to an approved scale or dimensioned if approved by Building Official.

REMODEL, RENOVATION, and INTERIOR FINISH-OUT

1. Complete the City of Sachse, Texas building permit application.
2. A permit is not required for painting, replacing floor tile, replacing exterior wall finish material of either wood or vinyl siding, repairing or replacing door, replacing the glass in a window, installing cabinets, or for similar types of maintenance items.
3. Provide three (3) sets of plans and include the following:
 - a. Site plan, which shall include existing building, existing structures, easements, and the front, side and rear yard building lines (site plans shall be drawn to a scale no less than 1-inch equals 20'-0").
 - b. Floor plan (showing and listing all proposed and existing rooms, windows, doors, and areas of construction).
 - c. Foundation plan if applicable (stamped and signed by a State of Texas Licensed Engineer).
 - d. Electrical plan (indicating the location of all outlets, panels, lighting, and other fixtures including but not limited to smoke detectors and carbon monoxide detectors).
 - e. Indicate all plumbing fixture locations on the floor plan.
 - f. Elevation plans if applicable (only when re-facing the exterior of the building).
 - g. Energy compliance report (Energy Star, or any approved report and provide documentation of HERS rating score of 65 or below).
 - h. The City retains one (1) complete plan set, sends one copy to the applicable appraisal district (Dallas or Collin County), and returns an approved plan set to the builder.
4. All Contractors and Subcontractors (General Construction, Electrical, Plumbing, HVAC, Irrigation, HERS Provider, etc.) shall register or validate permits in person at our office before any inspections will be conducted.



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5. Permit fee is based on the value of construction materials only per the City of Sachse Master Fee Schedule.
6. Additional permit fees for electrical, plumbing, and HVAC work are required if applicable.
7. All work and materials shall be in compliance with the City's current adopted building codes: International Residential Code (IRC), National Electrical Code (NEC), the adopted code amendments and the City of Sachse Code of Ordinances.

REQUIRED INSPECTIONS

1. Plumbing Rough (if plumbing work is in scope of work)
2. Foundation / Pier / Flatwork (a pre-pour inspection is required, if applicable)
3. Framing
4. Electrical Rough
5. Mechanical Rough
6. Plumbing Top-Out
7. Insulation
8. Sheetrock (if 1-hour fire-rated wall protection is required)
9. Utility Final
10. Building Final (includes electrical, mechanical & plumbing)